LIBRARY LITERACY GRANTS

July 2004- June 2005

General Information

Definitions.

Literacy is defined as using printed and written information to function in society, to achieve one's goals, and to develop one's knowledge and potential. (National Adult Literacy Survey, 1992)

Library Adult Literacy Services refers to but is not limited to reference, referral, tutoring, collections, electronic networks, public relations, programs, tutor training, and staff training for adult literacy.

Library Adult Literacy Programs may involve adult literacy learners and their families, other libraries, literacy practitioners, literacy agencies, and other agencies that show commitment to adult literacy.

Purpose of Grant Program is to fund projects that

- Initiate or develop Rhode Island library adult literacy services.

- Benefit the Rhode Island adult literacy community.

- Benefit the Rhode Island local public libraries' community.

- Involve
    - adult literacy tutoring and/or
    - tutor training and/or
    - public library staff training in service to adult learners and/or
    - adult literacy reference and referral and/or
    - adult literacy collections, and/or
    - electronic networking and public relations related to library adult literacy

- Address LSTA priorities, especially
- Address OLIS Five-Year Plan Goal I. Provide library services to the underserved.

- Address OLIS Five-Year Plan- Goal I, Objective B. Support libraries in their efforts to collaborate and cooperate with other agencies in providing literacy, information literacy and adult education programs for their residents.
- Address OLIS Five-Year Plan- Goal I, Objective B, Strategy 1. b) Encourage libraries to prioritize programs to target the Hispanic-speaking population.

Note: For full plan, go to www.lori.ri.gov/5yplan/default.php
.

Available Funds: $70,000

Amount of Awards: Any amount up to $70,000

Eligible Applicants: Rhode Island free local public libraries currently meeting State Grant-In-Aid Maintenance of Effort requirements and Minimum Standards for Rhode Island Public Libraries.

Project Period: July 2004 - June 2005

Deadline for submission: July 26, 2004

Award Announcements: August 23, 2004

LIBRARY ADULT LITERACY Grant Application Guidelines

Each application should include:

- ➢ Library Adult Literacy Application (form)
- ➢ LSTA Priorities Addressed in Proposal (form)
- ➢ Narrative (typed)
    - Description of Need (no more than 2 pages)
        - Include:
            - Explanation of what community need(s) will be met by the project.
            - Explanation of how the community need was determined.
            - Explanation of how a request for these funds meets LSTA priorities.
            - Identification and description of the local target group.
    - Plan of Operation (no more than 4 pages)
        - Include:
            - Mission statement and goals of the library as it relates to the proposed project.
            - Objectives
            - Intended activities to achieve outputs and outcome for the project period
    - Budget Plan (no more than 2 pages)
        - Include:
            - Explanation of the cost-effectiveness of the project.
            - Explanation of how will manage the project budget.
    - Evaluation Plan (no more than 3 pages)
        - IMLS/LSTA requires that state agencies include monitoring and evaluation in reports. OLIS Library Services considers an evaluation component to be a critical part of any Library Literacy Grant project.
        - Include:
            - Monitoring schedule
            - Describe the process used to measure expected outputs against actual outputs for library adult literacy users
            - Describe the process used to measure expected outcomes against actual outcomes for library adult literacy users .Identify types of evidence to be collected (i.e., anecdotal evidence, statistics)
            - Identify tools that will be used to evaluate the project(e.g., surveys, pre-and post-tests, evaluation forms, etc.)

If this proposal is for a program already in place, please demonstrate the need for continued funding. Present statistics or outputs as well as outcomes that demonstrate the program's ongoing value to justify renewed Library Literacy grant funding.

- ➢ Project Activity Chart (form)
- ➢ Project Budget Chart (form)
- ➢ Appendixes
    - Library Long Range Plan Objectives relating to the project
    - Letters of support from directors of participating public libraries
    - Letters of support from directors of partnering non-library agencies (letters must indicate the partner's role in the project)
    - Job Descriptions of paid project staff

Additional copies of the grant application are available at:
http://www.lori.ri.gov/grants/lsta/applications.php

Submission of Application

Paper Submission:
Applications submitted in paper must be received at OLIS by July 26, 2004**.**

FAX: 222-4195, ADULT LIBRARY LITERACY Grants, attn: Ann L. Piascik
Delivery: DSL, ADULT LIBRARY LITERACY Grants, attn: Ann L. Piascik
U.S. Mail: ADULT LIBRARY LITERACY, attn: Ann L. Piascik, OLIS, One Capitol Hill, 4th floor, Providence, RI 02908

Submit 4 copies and the original application to:

Library Literacy Grants
Attn: Ann Piascik
OLIS
One Capitol Hill
Providence, RI 02908-5872

Selection Criteria.

Professionals from the literacy community will be appointed by OLIS to review Library Literacy proposals. The reviewers will review the applications and score the applications according to the criteria listed below. The OLIS Literacy consultant will make recommendations to the Chief of Library Services based on the reviewers' scores.

The maximum score for each proposal is 100 points with each criterion assigned a maximum number of points as follows:

Description of Adult Learner Needs (20)

Plan of Operation (35)

Budget Plan (10)

Evaluation Plan (35)

Budget Plan

Provide an explanation of why the LSTA grant funds are needed.   LSTA funds should not be used to supplant other available funding.

If you are receiving other funding, identify the source(s). Is the receipt of other funding contingent on receiving Library Literacy grant funding?

Describe the plan for managing the project budget and complete the budget form provided.

Explain the salary budget. Is it based on an hourly rate? If so, what is the rate and how did you arrive at that rate?

Explain the reason for travel expenses and, if appropriate, give a breakdown of the travel budget.

If you include a request for funds to purchase equipment, explain how you determined the cost of the equipment. Explain how you determined what equipment to purchase.

Requests for contractual services should include justification for outsourcing the services.

Complete a Budget by Library Facility form for each library facility to which LSTA funds will be disbursed to or expended by. If there is only one library facility to which LSTA funds will be disbursed to or expended by, only the Total Project Budget form needs to be completed.

Project Title:

Amount Requested: **Total Library Budget for Participating Libraries:

Target Population Size: ***Municipalities Population for Participating Libraries:

***Project Staff (FTE@40hr/wk):   ***Participating Library/Libraries Staff (FTE@40hr/wk):

**Participating Libraries (codes):   **Congressional Districts of Participating Libraries:

Grant Administrator (signature and date):

Grant Administrator (type name and title):

Grant Administrator Phone Number   Grant Administrator email

Director for the Library administering grant (signature and date):

*Submit original to OLIS Library Services. Faxed applications not accepted.
Completely fill out the form with data. Do not reference other documents.
**Participating Libraries are libraries financed by the project. Total library
budget includes all operational allocations, not just library literacy. Code
is the 3 letter LORI library delivery code.
***Total for all Library Facilities Participating in the project.

LSTA Priorities Adddressed in Proposal

Project Title:

[ ]

LSTA current priorities addressed: (check all that apply)

☐ establishing or enhancing electronic linkages among or between libraries

☐ linking libraries electronically with education, social or information services

☐ assisting libraries in accessing information through electronic networks

☐ encouraging libraries in different areas, and encouraging different types of libraries to establish consortia and share resources

☐ paying costs for libraries to acquire or share computer systems and telecommunications technologies

LSTA new proposed priorities addressed: (check all that apply)

☐ Expanding services for learning and access to information and educational resources in a variety of formats in all types of libraries for individuals of all ages

☐ Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks

☐ Providing electronic and other linkages among and between all types of libraries

☐ Developing public and private partnerships with other agencies and community-based organizations

☐ Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills; and

☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty level.

Budget by Library Facility

July 1, 2004 – June 30, 2005

Project Title:

Item	% and amount of LSTA Funding	% and amount of Other Funding
A. Salary and Wages		
B. Fringe Benefits		
C. Travel		
D. Equipment		
E. Contractual Services		
F. Library Materials		
G. Technical Services		
H. Printing Costs		
I. Other (specify)		
Total Budget		

Total Project Budget

July 1, 2004 – June 30, 2005

Project Title:

Item	% and amount of LSTA Funding	% and amount of Other Funding
A. Salary and Wages		
B. Fringe Benefits		
C. Travel		
D. Equipment		
E. Contractual Services		
F. Library Materials		
G. Technical Services		
H. Printing Costs		
I. Other (specify)		
Total Budget		

PROJECT CHART

Project Title:

| | |

Activities	2004				2005							
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June

Grant Administration

Requesting Funds

- Once a grant award has been made, requests for payment of grant funds may be submitted no more than once each thirty days for expenses already incurred and/or anticipated within the next 30 days.
- After the first request, subsequent requests for payment should be accompanied by a brief description of how project fundsin the last request for payment were spent.
- The final ten percent of project funds may not be requested until the final report for the project has been submitted.
- Project(s) must be completed with all funds expended.

Reporting

1. A mid-project progress report will be due in January 2005.

2. A final written report is due no later than July 31, 2005. The final report should describe to what extent the objectives were achieved. Reports should include information about the following:

   - Activities(services): What were your activities? What did you do? What services did you provide?
   - Inputs: What were they?   How much did you spend?
   - Outputs: What did you measure or count for your outputs? How many units did you deliver and to whom (who was the audience)?
   - Outcomes: What were they? What did you achieve for the target audience? How do you know this?
   - Overall evaluation of the project
   - Final report on project expenditures
   - Describe some common characteristics of the participants (if applicable).

     Note: Use Outcome-Based Evaluation (OBE) if you have received the OBE training and the OBE format is appropriate to your grant program.

3. Grant recipients will be asked to share information about their project for reporting to Institute of Museums and Library Services (IMLS). See LSTA Stories[1].
   .
4. Grant recipients may be asked to share information about their project with the public library community, for example, with a brief article for the LORI website or a presentation at a library-related meeting.

---

1. LSTA Stories: As part of our evaluation of the Library Services and Technology Act, both for us and the Federal government, we gather anecdotal information about the ways that LSTA grant projects have benefited individuals and community groups. For examples and guidelines see LSTA in Rhode Island (http://www.ala.org/washoff/RI.html) or contact Beth Perry, bethpy@gw.doa.state.ri.us, 401-222-5775.